

**CONFIDENTIAL**

Approved For Release 2002/08/14 : CIA-RDP84-00780R000500080020-9

DD/S 63-2376

6 JUN 1963

*AMS*

MEMORANDUM FOR: Executive Director

SUBJECT : Agency's Visual Aids/Graphics Services

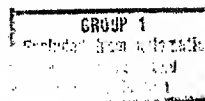
REFERENCES : a. Memo dtd 9 May 63 to DD/S fm ExDir, same subject  
b. Memo dtd 18 Mar 63 to ExDir fm D/Pers, subj:  
Consolidation of the Agency's Visual Aids/Graphics  
Services

1. The survey reported in Reference (b) developed comprehensive and useful information about the state of visual aids/graphics work in the Agency. It demonstrated that Agency components generally are provided the graphics services they need within acceptable time limits, and that a general consolidation of graphics units would be impractical because of such factors as security, dispersed locations, specialized requirements, and the difficulty of setting priorities. It concluded, however, that consolidation of units would be advantageous in two instances (SSA-DD/S and Logistics; OCI and OBI), and that administration of the total graphics activity would be improved by establishment of a coordinating authority. It offered three specific recommendations, that:

a. A position of Graphics Coordinator be established under the Chief, Printing Services Division/OL, with responsibility for coordination and effective distribution of work throughout all graphics components, and for a career management program for all graphics employees.

b. The Graphics Support Branch of OBI be incorporated into the Graphics Division of OCI.

c. After a year, the Graphics Coordinator review the progress made toward obtaining balanced distribution of workload and effective utilization of personnel and report his findings and recommendations to the Director of Personnel for appropriate action.



**CONFIDENTIAL**

Approved For Release 2002/08/14 : CIA-RDP84-00780R000500080020-9

**CONFIDENTIAL**

2

2. I have examined these findings and recommendations and they have been discussed in detail with representatives of the components concerned. The following actions or conclusions have resulted.

a. The SSA-DD/S and Office of Logistics visual aids groups have been consolidated in one graphics unit under the Printing Services Division/OL. Thus the unit with the biggest backlog has been joined with the one which, according to the survey, was least employed. This accomplishes a more equitable distribution of workload and also gives the Printing Services Division useful experience in managing a graphics component. The Chief/PSD is taking a personal interest in the matter and will reach some conclusions in due course about the extent to which his Division can play a coordinating role.

b. After further study within the DD/I area it has been concluded that consolidation of OBI and OCI units is not practicable, even though it might be desirable. Problems of physical separation (OBI in Alcott Hall; OCI in Headquarters), security (special handling requirements which prevent the assignment elsewhere of much of OCI's work), and space (lack of space to accommodate additional personnel behind the barrier) are controlling factors.

c. The subject of overall career management of graphics personnel has been reviewed, taking into account Reference (b's) recommendations and the Advisory Committee suggested in Reference (a). I concur fully in the objectives of these recommendations, but I believe there may be a simpler way to get at them. We are concerned with a maximum of [ ] employees, now assigned in seven separate units in three Deputy Directorates. The survey has revealed no evidence of serious inequities or morale problems among them. I question whether, as a practical matter, a Graphics Coordinator, under the Printing Services Division, could carry out the responsibilities which would be assigned to him under Recommendation 5(a) of Reference (b). I am reluctant, furthermore, to establish a formal Advisory Committee to look after the interests of this group unless and until the need for such a mechanism

**CONFIDENTIAL**

3

is established. The Office of Personnel sees all personnel actions and has the functional responsibility to effect proper placement, monitor fitness reports and promotions, and to see generally to the equities of personnel administration in all units. That Office also, in collaboration with the Comptroller, has responsibility for monitoring manpower utilization practices in the Agency. The Director of Personnel is thus in a position to act on most of the problems outlined in Reference (b). To the extent that he may need help from the units concerned, he can and should request it.

3. I have asked the Director of Personnel to monitor on a continuing basis the overall management of graphics personnel, and to request such assistance as he may require from the components concerned to deal with specialized problems. The responsibility is properly his; I prefer to leave the choice of means to his judgment and the practical necessities which may arise. I have also asked the Chief, Printing Services Division, to comment on the coordinating role which his Division can or should play after he has had a few months of experience with the unit now assigned to him.

*Signed*

L. K. White  
Deputy Director  
(Support)

EA-DD/S:RBF:maq (4 June 63)

Distribution:

Orig & 1 - Adse

cc: D/Pers

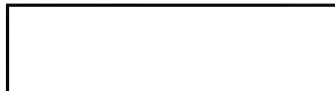
D/L (Attn: C/PSD)

SSA-DD/S

✓ 1 - DD/S Subject

1 - DD/S Chrono

23 June 1964 - 1 thermo to



- C/BPAM

25X1

effectiveness of a  
Coordinating Committee

2. Someone however  
could coordinate  
workload on  
occasion

3. Someone could  
insure equal  
opportunities for all

4. How about  
Adopting support  
except - just an  
under 1 Care for

63-3888A  
DJS 63-2009

9 May 1963

OTMS

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Agency's Visual Aids/Graphics Services

REFERENCE : Memorandum dated 18 March 1963 to Executive Director from Director of Personnel, subj: Consolidation of the Agency's Visual Aids/Graphics Service

1. I would appreciate your brief comments on the recommendations contained in paragraph 5 of reference.

2. If you find it inadvisable at this time to go along with Recommendation 5a (the establishment of a graphics coordinator under the Chief, Printing Services Division), I suggest that we set up a Visual Aids/Graphics Advisory Committee under the Director of Personnel. It should have as members senior representatives in the various visual aids/graphics units or a supervisor over a given unit who is familiar with all aspects of its operations. I believe the Committee should be somewhat similar to the Scientific and Technical Career Committee in its advisory capacity and review on a continuing basis the problems outlined in paragraph 1 of the reference.

3. While the attached report indicated that complete consolidation of all visual aids/graphics may not be wise at this time, there appears to be certain discrepancies in our overall visual aids/graphics setup, such as the work loads in the various units, that the Committee should consider along with other problems at regular intervals. Also I can see no indication from this survey that anybody is now considering overall management and the specialized personnel problems of various aids/graphics people.

4. Please advise what action you have taken or plan to take in regard to reference memorandum.

25X1

Lyman B. Kirkpatrick  
Executive Director

cc: Director of Personnel